



Department of ADMINISTRATIVE SERVICES *Job Postings*



**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Property Agent 1
Bureau of Engineering and Construction**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on examination list and lateral transfer candidates.
Location: Newington, CT
Job Posting No: 109413
Hours: Full time, 40 hours per week
Salary: Salary Grade FS-21 (\$62,587-\$84,292 effective 7/1/15)
Closing Date: October 28, 2016, 4:00 pm

Position Description: The Connecticut Department of Transportation has two Property Agent 1 position opportunities in the Division of Rights of Way in the Bureau of Engineering and Construction, at the DOT Administration Building in Newington, Connecticut. These positions are full time, 40 hours per week, and are in the P-4 bargaining unit.

The candidates selected will work under the direction of a Property Agent 2 or an employee of higher grade. Duties may include performing property acquisition and relocation services, property management, leasing, appraisals, title examination, closings, and deed preparation related to State Transportation Projects. To be successful in these positions, a candidate should possess strong writing, oral communication, interpersonal and organizational skills. A valid Motor Vehicle Operator's license is required. Experience and training in the area of land title work and theory is preferred, and the ability to read and interpret engineering and design drawings is also desirable.

Eligibility Requirement: Candidates must have passed the Property Agent 1 examination and be on a current examination list promulgated by the Department of Administrative Services for this title. State employees currently holding this title or those who have attained permanent status since their last date of hire may apply for lateral transfer.

Required Knowledge, Skills and Abilities: Knowledge of principles and practices of land acquisition by purchase or condemnation; knowledge of principles and practices of real property title examination, abstraction and conveyance; knowledge of commercial lease agreements and revenue management; knowledge of relevant state and federal laws, statutes and regulations; knowledge of property values and appraisal methods; knowledge of deed and tract restrictions, zoning ordinances, setbacks, assessments and encroachments and their effect on property values; considerable interpersonal skills; considerable oral and written communication skills; ability to utilize computer software.

Special Requirements: 1. Incumbents in this class involved with the appraisal of real property must successfully complete agency specified real estate appraisal courses and possess and retain a current Connecticut Real Estate Appraiser license and either a residential and/or general appraiser certification as required by the position. 2. Incumbents in this class may be required to travel. 3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

Application Instructions: Submit a cover letter which states your interest and suitability for the position, resume and [application \(State of CT form CT-HR-12\)](#). State employees must also include copies of last two service ratings received. Send to:

**DEPARTMENT OF TRANSPORTATION
Attn: Yolanda Rolando, Administrative Assistant
Bureau of Engineering and Construction
Division of Rights of Way
2800 Berlin Turnpike
Newington, CT 06111
OR fax # (860) 594-2494**

Refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=6863> for job specification requirements. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Property Agent 1 positions within one year. The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.